



# Texas Facilities Commission

## Employment Opportunities

JOB Vacancy Notice: FY17-13		
Business Title: Staff Services Officer	State Classification: Staff Services Officer II	
Salary Group: B18	Salary: \$3293.42 - \$4166.67/Month	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: October 11, 2016	FLSA Status: Nonexempt	Hours: 40
Closing Date: October 24, 2016	Shift Differential: N/A	Openings: 1
Division: Human Resources	Program: Human Resources	

Note: Effective September 1, 2015, to apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

### **JOB SUMMARY:**

Performs moderately complex (journey-level) staff services work under the direction of the Director of Human Resources. Work involves the planning and coordination of several staff services functions, including recruitment, hiring and selection, purchasing, records management, training, and property management; ensuring compliance with state and federal laws and regulations; and serving as subject matter expert and division liaison in areas of programmatic responsibility. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Performs technical and administrative work in support of the Director of Human Resources.
- Analyzes internal processes and recommends and implements procedural and policy changes to improve operations.
- Researches, analyzes and resolves complex human resources issues and provides solutions and recommendations to staff and management.
- Provides accurate and timely information and advises employees, supervisors, and managers on human resources policies and procedures.
- Generates, analyzes, and maintains data to demonstrate operational effectiveness; prepares and reviews operational and special reports.
- Responsible for all aspects of the agency's recruitment and hiring process in accordance with established policies and procedures.
- In consultation with the hiring authority and the Director of Human Resources, drafts and posts requisitions, tracks applicants, and processes applications.
- Acts as a liaison between the agency and the public; establishing relationships with associations, colleges, universities, and community organizations to assist in recruitment efforts; makes presentations to college students, community organizations, associations, and other groups regarding available positions at the agency.
- Performs all background checks and verifies previous employment for final candidates for hire.
- Responsible for making conditional offers of employment to final candidates and prepares new hire paperwork, including offer letters, providing this information to newly hired employees.
- Creates master personnel files, accounting for all required documentation.
- Develops, coordinates, and maintains accurate record keeping and filing systems in accordance with the agency's records retention schedule.
- Responsible for the agency's onboarding program and for monitoring new hires during the initial employment probationary period in accordance with program procedures.
- Schedules new employee orientation, coordinating presenters and ensuring participation as required by policy.
- Assists with planning, developing, reviewing, revising, and implementing human resources policies and procedures, correspondence, directives, and publications.
- Maintains confidentiality in the handling of sensitive information.
- Serves as subject matter expert and division liaison in areas of programmatic responsibility.
- Provides excellent customer service.
- May assign codes; enters, retrieves and updates personnel information in automated human resources information systems.



# Texas Facilities Commission Employment Opportunities

- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major coursework in human resources, communications, public or business administration, business, or related field.
- Two (2) years of experience in human resources management and/or directly related experience in office administration, staff services, organizational development, or a related field.
- Education and experience may be substituted for one another on a year-for-year basis.
- Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Society for Human Resource Management Certified Professional (SHRM-CP), Society for Human Resource Management Senior Certified Professional (SHRM-SCP), or other human resources-related certification, preferred.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of office and human resources management principles and practices.
- Knowledge of state and federal laws, rules, and regulations related to human resources.
- Knowledge of agency policies and procedures related to selection and hiring practices.
- Knowledge of human resources information systems.
- Knowledge of records management.
- Skill in the use of computers and applicable programs, applications, and systems including Microsoft Office Suite.
- Skill in performing data entry and retrieval.
- Skill in communicating and presenting information.
- Skill in providing excellent customer service.
- Skill in gathering and analyzing accurate and relevant information.
- Skill in oral and written communication.
- Skill in managing multiple, competing tasks.
- Ability to maintain effective working relationships within and outside the agency.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to develop, interpret, and evaluate policies and procedures.
- Ability to meet deadlines.
- Ability to plan and prioritize workload.
- Ability to communicate effectively in order to convey complex ideas and concepts.
- Ability to maintain and protect confidential and sensitive information.

## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 42A Human Resources Specialist, 42B Human Resources Officer, NC Navy Counselor, 120X RL- Human Resources, 360 Yeoman, 02 Civil Rights, 0111 Administrative Specialist, 0102 Manpower Officer, 350X1 Personnel, 38PX Personnel, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433**



# Texas Facilities Commission Employment Opportunities

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number:** 2957675

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433